



ALABAMA DEPARTMENT OF TRANSPORTATION

Bureau of County Transportation

1409 Coliseum Blvd., Montgomery, Alabama 36110-2060

Phone: (334) 242-6206 FAX: (334) 353-6530

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Bob Riley
Governor

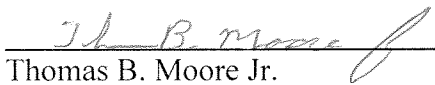
Joe McInnes
Transportation Director

March 1, 2006

MEMORANDUM 2006 - 10

TO: All County Engineers and
Division County Transportation Engineers

FROM: John F. Courson
County Transportation Engineer

By: 
Thomas B. Moore Jr.
Design and Plans Engineer

Re: **Procedural Guidelines**
Railroad Involvement on County Projects

In accordance with the December 8, 2005, memorandum from Mr. D. W. Vaughn, Chief Engineer/Deputy Director (copy attached) we have revised Section 8.1 of the "Procedural Guidelines for County Projects" concerning railroad involvement. Please carefully read the updated procedures to insure that all projects that cross a railroad right-of-way are in compliance with these guidelines.

As part of the new procedures, a "Railroad Involvement Certification" letter will be required for all "RRR" projects with a railroad crossing within the project limits. This certification must be approved by the Division Engineer. A sample letter is attached. We have also furnished a sample letter for a "Memorandum of Understanding" request.

You may contact this office if you have any questions regarding these new procedures.

JFC:TBM:wnk

Attachments

Pc: Mr. Craig Thomas

Mr. Ronnie Baldwin

File

Frank Courson



ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard
Montgomery, Alabama 36110

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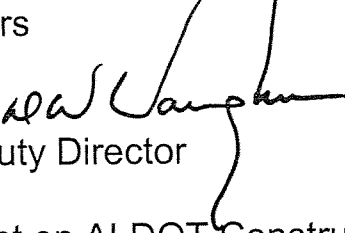
Bob Riley
Governor

Joe McInnes
Transportation Director

December 8, 2005

MEMORANDUM

TO: All Division Engineers

FROM: D. W. Vaughn, P.E. 
Chief Engineer/Deputy Director

RE: Railroad Involvement on ALDOT Construction Projects

Questions have arisen as to the need for a railroad agreement or memorandum of understanding, as applicable, on construction projects that require a contractor to perform items of work within railroad rights-of-way. Due to increasing liability in vehicle/train collisions, an agreement or memorandum of understanding will be required on all projects involving contract work within railroad right-of-way limits.

Two (2) half-size, partial sets of plans containing as a minimum the title, typical section, plan-profile, and paving layout sheets indicating work to be performed within the railroad right-of-way limits should be submitted to Mr. Craig Thomas in the Bureau of Transportation Planning and Modal Programs. The name of the railroad, the DOT crossing number (if known), and/or the railroad milepost should be shown in the plans. This submittal should be made as early as practicable during plan development to allow sufficient time for processing of the agreement or memorandum.

Thank you for your cooperation in this matter.

DWV/RLB

cc: Mr. Don T. Arkle
Mr. Ronald L. Baldwin
Mr. Frank Courson
Mr. Robert Jilla
Mr. John Lorentson
Mr. Terry McDuffie
Mr. Wes Elrod
Mr. Craig Thomas

DEC 2005
BUREAU OF COUNTY
TRANSPORTATION
DEPT OF TRANS.

RAILROAD INVOLVEMENT

All projects let to contract where work is being performed within the railroad right-of-way will require a properly executed railroad agreement or "Memorandum of Understanding" (MOU), as applicable. This agreement, in most cases, should be prepared by the Department of Transportation. If the agreement is not prepared by the Department of Transportation, the County should work out the necessary arrangements for the railroad crossing and the work should be completed before the project is authorized by the Federal Highway Administration.

All bridge replacement projects spanning a railroad will require a fully executed railroad agreement. The County should furnish the Bureau of County Transportation two (2) prints of the title, typical section, and plan & profile sheets in the area of the railroad. The plan & profile should contain a railroad traverse 500 feet (150 meters) each side of the centerline and the distance to the nearest milepost with milepost number. This information should be submitted as early as possible, since it takes four to six months to obtain an executed railroad agreement. This information will be forwarded to the Bridge Bureau for their use in the bridge design. **The Bridge Bureau will furnish the Bureau of Transportation Planning and Modal Programs all information necessary for preparation of the railroad agreement.** The railroad agreement must be approved prior to authorization by the Federal Highway Administration.

All resurfacing and minor widening projects (RRR) where the paving limits extend inside the railroad ROW limits will require a "Memorandum of Understanding" (MOU). **The County shall furnish to the Bureau of County Transportation all information necessary for preparation of the agreement.** Copies of the submittal should be sent to the Division Office. The letter should identify the name of the railroad, the DOT crossing number (if known) and/or the railroad milepost. This office will forward this information on to the Bureau of Transportation Planning and Modal Programs all information necessary for preparation of the railroad agreement. This submittal shall include the following:

1. Two (2) ½ size prints of the title sheet showing the location of the project and the location of the railroad crossing.
2. Two (2) ½ size prints of the typical section sheet with a pavement tie-in sketch showing the paving limits in relation to either the centerline of the track or the nearest rail.

For new and/or reconstructed roadways, in addition to items numbers "1" and "2" as noted above, the county should furnish two (2) ½ size prints of the plan-profile sheets, as well as other plan sheets that may be available such as paving layout sheets or project detail sheets pertaining to the work to be done at the railroad crossing.

For simple resurfacing and minor widening projects, a "Railroad Involvement Certification" letter, (Example attached) **approved by the Division,** must also be provided to the Bureau of County Transportation detailing the following:

- a) The condition of the existing railroad crossing,
- b) Whether the crossing is wide enough for the improved pavement,
- c) The condition of the existing traffic markings and legends and railroad advance warning signs. If these items are not in-place or are in poor condition, provide information on who will furnish these items and how the cost is to be handled.
- d) Whether the railroad-highway crossing (crossbuck) signs are in-place.

See *Standard Drawing RRX-107-3* for items c) and d).

RAILROAD INVOLVEMENT
Continued

Any project requiring a railroad agreement should list the following applicable project notes. These should be listed as series "900" notes on the project note sheet. These notes are specific depending on the type of work (i.e. bridge replacement, resurfacing, new roadway, etc.) and which railroad owner is affected by the project.

CSX RAILROAD NOTES

- √ THE CONTRACTOR SHALL INSTALL THE NECESSARY EROSION CONTROL ITEMS TO PREVENT THE FILL SLOPES FROM CONTAMINATING THE RAILROAD BALLAST.
- √ ☐ ALL PERSONS WORKING ON OR OVER CSX'S TRACKS MUST COMPLY WITH CSX'S SAFETY RULES.
- √ ☐ THE CONTRACTOR SHALL NOTIFY CSX TRANSPORTATION, INC. IN WRITING, A MINIMUM OF 10 DAYS BEFORE WORK IS TO BE STARTED ON THE RAILROAD'S RIGHT OF WAY.
- √ ☐ THE CONTRACTOR NEEDS TO CONTACT THE CSX TRANSPORTATION INC. FOR INFORMATION ABOUT OBTAINING A COPY OF THEIR SAFETY VIDEO.
- Ø THE RAILROAD COMPANY SHALL NOTIFY THE STATE IN WRITING A MINIMUM OF 10 DAYS BEFORE WORK IS TO BE STARTED ON THIS PROJECT.
- Ø THE RAILROAD SHALL FURNISH AND INSTALL ALL MATERIALS FOR 2-30' CANTILEVER SIGNALS, 2-35' GATES, BELLS, THE 81' OF CROSSING SURFACE AND MOTION DETECTORS AND INVOICE THE STATE FOR THE ACTUAL COST THEREOF.
- Ø ALL NECESSARY TRAFFIC CONTROL DEVICES (SIGNS, CONES, FLAGGERS, ETC.) WHICH ARE REQUIRED WHEN WORK IS BEING PERFORMED BY THE RAILROAD SHALL BE FURNISHED BY THE CONTRACTOR AND PAID FOR UNDER THE APPROPRIATE ITEMS OF WORK.
- √ Applicable for any bridge replacement project involving agreement with CSX Railroad.
- ☐ Applicable for any resurfacing and minor widening projects (RRR) or for new and/or reconstructed roadway projects involving agreement with CSX Railroad.
- Ø Applicable, as needed, for projects where work is being performed by CSX Railroad.

RAILROAD INVOLVEMENT
Continued

NORFOLK SOUTHERN RAILROAD NOTES

- √ THE CONTRACTOR SHALL INSTALL THE NECESSARY EROSION CONTROL ITEMS TO PREVENT THE FILL SLOPES FROM CONTAMINATING THE RAILROAD BALLAST.
- √ ☐ THE CONTRACTOR FOR THE STATE SHALL NOTIFY NORFOLK SOUTHERN RAILROAD IN WRITING A MINIMUM OF 10 DAYS BEFORE WORK IS TO BE STARTED ON THE RAILROAD'S RIGHT-OF-WAY.
- √ ☐ ALL PERSONS WORKING ON OR OVER NORFOLK SOUTHERN'S TRACKS MUST COMPLY WITH NORFOLK SOUTHERN'S SAFETY RULES.
- Ø THE RAILROAD COMPANY SHALL NOTIFY THE STATE IN WRITING A MINIMUM OF 10 DAYS BEFORE WORK IS TO BE STARTED ON THIS PROJECT.
- Ø THE RAILROAD SHALL FURNISH AND INSTALL ALL MATERIALS FOR 2-30' CANTILEVER SIGNALS, 2-35' GATES, BELLS, THE 81' OF CROSSING SURFACE AND MOTION DETECTORS AND INVOICE THE STATE FOR THE ACTUAL COST THEREOF.
- Ø ALL NECESSARY TRAFFIC CONTROL DEVICES (SIGNS, CONES, FLAGGERS, ETC.) WHICH ARE REQUIRED WHEN WORK IS BEING PERFORMED BY THE RAILROAD SHALL BE FURNISHED BY THE CONTRACTOR AND PAID FOR UNDER THE APPROPRIATE ITEMS OF WORK.
- √ Applicable for any bridge replacement project involving agreement with Norfolk Southern Railroad.
- ☐ Applicable for any resurfacing and minor widening projects (RRR) or for new and/or reconstructed roadway projects involving agreement with Norfolk Southern Railroad.
- Ø Applicable, as needed, for projects where work is being performed by Norfolk Southern Railroad.

RAILROAD INVOLVEMENT
Continued

BURLINGTON NORTHERN RAILROAD NOTES

- √ THE CONTRACTOR SHALL INSTALL THE NECESSARY EROSION CONTROL ITEMS TO PREVENT THE FILL SLOPES FROM CONTAMINATING THE RAILROAD BALLAST.
- √ ☐ THE CONTRACTOR FOR THE STATE SHALL NOTIFY BURLINGTON NORTHERN RAILROAD IN WRITING A MINIMUM OF 10 DAYS BEFORE WORK IS TO BE STARTED ON THE RAILROAD'S RIGHT-OF-WAY.
- √ ☐ ALL PERSONS WORKING ON OR OVER BURLINGTON NORTHERN'S TRACKS MUST COMPLY WITH BURLINGTON NORTHERN'S SAFETY RULES.
- Ø THE RAILROAD COMPANY SHALL NOTIFY THE STATE IN WRITING A MINIMUM OF 10 DAYS BEFORE WORK IS TO BE STARTED ON THIS PROJECT.
- Ø THE RAILROAD SHALL FURNISH AND INSTALL ALL MATERIALS FOR 2-30' CANTILEVER SIGNALS, 2-35' GATES, BELLS, THE 81' OF CROSSING SURFACE AND MOTION DETECTORS AND INVOICE THE STATE FOR THE ACTUAL COST THEREOF.
- Ø ALL NECESSARY TRAFFIC CONTROL DEVICES (SIGNS, CONES, FLAGGERS, ETC.) WHICH ARE REQUIRED WHEN WORK IS BEING PERFORMED BY THE RAILROAD SHALL BE FURNISHED BY THE CONTRACTOR AND PAID FOR UNDER THE APPROPRIATE ITEMS OF WORK.
- √ Applicable for any bridge replacement project involving agreement with Burlington Northern Railroad.
- ☐ Applicable for any resurfacing and minor widening projects (RRR) or for new and/or reconstructed roadway projects involving agreement with Burlington Northern Railroad.
- Ø Applicable, as needed, for projects where work is being performed by Burlington Northern Railroad.

RAILROAD INVOLVEMENT CERTIFICATION
Sample Letter

(Date)

Mr. John F. Courson
County Transportation Engineer
Alabama Department of Transportation
Montgomery, AL 36130-3050

Dear Sir:

Re: Project No. _____
County No. _____
County _____

Norfolk Southern Railroad crosses CR-16 within the limits of the above referenced project. The in-place pavement at the crossing is in good condition with no apparent signs of settlement. The existing crossing is wide enough to accommodate the proposed typical section. The railroad crossing signs (crossbucks) are in-place and in good condition. Stop signs, advance warning signs, and "No Passing" signs are also in-place and in good condition. The proposed pavement buildup will tie in to the existing pavement ten feet on either side of the railroad (measured from the nearest rail). Traffic markings and legends are in-place; however these will be replaced as part of this project due to the paving limits.

A representative from this division has verified that the existing railroad crossing meets the conditions as stated above and that any required items of work are included in the proposed project.

APPROVED: _____
Division Engineer

RAILROAD "MOU" SAMPLE SUBMITTAL

(Date)

Mr. John F. Courson
County Transportation Engineer
Alabama Department of Transportation
Montgomery, AL 36110-2060

Dear Sir:

Re: Project No. _____
County No. _____
County _____

Attached are two (2) half -size prints of the title sheet and typical section sheet for the above referenced project. We are requesting your assistance in preparing a "Memorandum of Understanding" for St. Clair County with Norfolk Southern RR for this project. The DOT crossing number is "725362R".

You may contact this office if you need any additional information.

Sincerely,

County Engineer

Copy: Division